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## CITY OF GREENVILLE

POLICY NO: HR-37

DATE: January 1, 2009

SUBJECT: Clothing, Personal Appearance and Uniform Policy


### CONTENTS

- I. Purpose
- II. Applicability
- III. Definitions
- IV. Policy
- V. Procedures
  - A. General Dress Code
  - B. Special Dress Code Considerations
  - C. City Uniform Standards
  - D. Casual Fridays
  - E. Personal Grooming Standards
  - F. Use of Color and the City Logo or Seal
  - G. Employee Purchasing of City Clothing
- VI. Exceptions
- VII. Enforcement
  - A. Department Head Responsibility
  - B. Employee Responsibility
  - C. Supervisor Responsibility
- VIII. Discipline

APPROVALS:

  
City Manager

  
City Attorney

  
Human Resource Director

## I. Purpose

All City of Greenville employees are required to present a professional image to the public and clients. This policy sets forth clothing, uniform, and personal appearance guidelines as well as addresses procuring City-designated clothing, clothing allotments and allowances.

## II. Applicability

This policy applies to all full-time, part-time, and temporary City of Greenville employees.

## III. Definitions

- **Business Attire:** Business attire means clothing that is formal dress, such as business suits; pant suits; sports jackets or blazers with coordinated slacks; collared shirts; business dresses; skirts with coordinated blouses; and, dress shoes.
- **Casual Business Attire:** Casual business attire means clothing that is appropriate for an office environment, yet allows employees to feel comfortable at work.
- **Casual Fridays:** On Fridays employees who are not required to wear a uniform, may elect to wear casual business attire.
- **City Uniforms:** A distinctive outfit intended to identify those who wear it as members of a specific City department or division (e.g., Police, Fire, Public Works, Parks and Recreation).
- **Work Dress Code:** A work dress code is a set of standards designed to help provide employees with guidance about what is appropriate to wear to work. Work dress codes range from formal to business casual to uniforms.

## IV. Policy

It is the City's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. In addition to the general dress and grooming guidelines outlined for all City personnel, supervisors and managers can specify further or alternative dress and grooming requirements based on the business needs of their departments. Supervisors and managers also can impose special dress and grooming requirements necessary for employee safety, including use of appropriate personal protective equipment, shoes, and clothing. In applying the dress code guidelines, supervisors and managers must make reasonable accommodations for dress or grooming directly related to employees' religion, ethnicity, or disabilities.

## **V. Procedures**

### **A. General Dress Code**

As a representative of the City, each employee is expected to dress in a manner which promotes a positive, professional image of the City of Greenville. Employees are responsible for presenting themselves to our citizens and community in a manner that supports acceptable standards of good professional grooming and etiquette. While the City recognizes the need and desire of employees for individual expression, it also recognizes the varying cultures, ages, health and tastes of our community. For this reason, anything that could be considered a safety hazard, offensive, distracting or otherwise diminish the confidence of our citizens in our ability to deliver quality services will not be permitted. Each employee shall comply with the following dress code guidelines:

1. Employees are expected to dress in acceptable office attire. Acceptable business attire includes: business suits; pant suits; sports jackets or blazers with coordinated slacks; collared shirts; business dresses; skirts with coordinated blouses; and, dress shoes.
2. Employees who are required to wear uniforms are required to wear them while on duty in accordance with the departments written Standard Operating Procedures (SOPs). Shorts shall not be worn unless they are part of a City department's approved uniform or approved by the Department Director as special circumstances warrant.
3. Employees are expected to exercise good judgment in their choice of work clothes. All clothing must be clean, neatly pressed and in good repair and appropriate to the work setting. Provocative, suggestive articles, or other inappropriate dress as defined below are not allowed in the workplace:
  - Clothing that is noticeably worn, soiled, significantly faded, tight fitting, distracting in appearance or revealing either due to fit, cut or style;
  - T-shirts that are not City-sponsored;
  - Clothing with thin straps, tube tops, tank tops, spandex pants, or leggings;
  - Bare backs, low cut tops, midriffs, transparent garments, and similarly provocative clothing.
4. Clothing, including hats or pins, that promotes political affiliations, alcohol, tobacco or other drug advertisements, obscene or inappropriate words or designs, objectionable displays or vendor advertisements is not allowed in the workplace.
5. Employees shall remove caps, hats or sunglasses during meetings, indoor training activities and media interviews.
6. Attire which prohibits employees from safely performing their assigned duties is prohibited.

7. All footwear should be appropriate to the duties and responsibilities of the employee and conform to any City safety requirements.
8. Identification badges shall be in possession of employees during work hours and when meeting with the public. This shall apply to regular work duties and special call-back assignments.
9. Employees shall exercise caution in their conduct when wearing apparel with insignia, logos, or language indicating an affiliation with the City of Greenville in order to not bring discredit or reflect negatively upon the City.
10. Employees should consider each day's activities when determining what to wear. Even though this policy allows non-uniformed employees to wear casual business wear on Friday's, employees who are hosting or attending meetings with clients, vendors, or employees from another City department should refrain from wearing casual business attire, unless meeting attendees agree in advance to follow the casual business attire policy.

#### **B. Special Dress Code Considerations**

At the discretion of department directors, employees may need to follow a modified or relaxed dress code for short-term work assignments, such as moving equipment and furniture, work at construction sites or outdoor work at special events. City employees who perform fleet maintenance and management of mechanical and building systems activities are permitted to wear casual attire at all times.

#### **C. City Uniform Standards**

Each department will determine what positions require a City uniform as well as the number of uniforms issued to employees in those positions. The department director will prepare and distribute department procedures outlining uniform attire for position types within their department.

In general, full uniforms, consisting of shirts, jackets, pants and caps, will be provided to public safety employees, bus drivers and employees who work primarily outside or in jobs that routinely expose the employees to dirty conditions.

At the department director's discretion, partial uniforms, consisting of shirts, jackets and caps, may be provided to employees who must periodically work in field conditions, such as inspectors and engineers, recreation employees, as well as managers and supervisors in Public Works and Parks and Recreation. The uniforms shall normally consist of City-provided shirts, jackets and caps embroidered with the City logo accompanied by the words "City of Greenville" or the department, division or bureau name. The logo and type used for the logo apparel must comply with the City's Graphic Standards Manual. The Public Information Office must review any new applications of the City logo on City-provided apparel before the apparel is ordered.

Employees who work primarily in offices are not eligible to receive uniforms. However, as outlined in Section IV (F) below, employees are permitted to purchase City logo apparel through the Public Information Office at prices and under conditions set by the Public Information Office.

### **1. Use of Uniforms**

Employees who are required to wear a City uniform shall comply with the appropriate departmental policy, including the following:

- Both regular and probationary employees in positions requiring a uniform must wear the uniform at all times while on duty or while in route to or from the City, including call-back assignments unless a department's dress code policy for specific personnel dictates otherwise. No employee shall wear a City uniform while off duty (other than commuting) without permission of his or her supervisor.
- Employees who are required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean, pressed, and well-maintained.
- Department directors will decide whether to purchase, lease, or rent uniforms. If purchased, employees are responsible for seeing that their uniforms are clean and well maintained, in order to present a professional appearance. Leased clothing will be cleaned and maintained by the lessor. Employees are responsible for turning in their dirty uniforms for cleaning and/or maintenance in a timely manner.
- Safety boots and/or safety hard-soled shoes, if required, shall be worn with the uniform.
- Employees shall take proper care of uniforms. The employee is responsible for any loss or damage of his/her City uniform due to neglect.
- Employees who are required to wear a uniform and who work outdoors are encouraged to wear a cap or hat to minimize sun exposure. The City will provide caps or hats to employees who elect to wear a cap or hat. Hats or caps that are not provided by the City cannot be worn while an employee is wearing a City uniform.
- Within reason and at the department director's discretion, the City will replace worn-out or damaged articles of uniform clothing that are legitimately worn-out or damaged in the course of the employee's normal work.
- Any employee reporting to work not wearing the complete uniform as defined by the Department Head, will be informed to return home and not report back to work until he/she is wearing a complete uniform. An employee so advised, will be docked for the time not worked. Repeat incidents will result in disciplinary action in accordance with the HR 22: Disciplinary and Appeal Process.

## **2. Returning Uniforms**

Employees who terminate employment may be required to return all clothing issued to them by the City. Failure to return City-issued clothing will result in replacement or cleaning costs being withheld from the final paycheck.

### **D. “Casual” Fridays**

The City has designated Fridays as Casual Day. On Fridays, any employee who is not required to wear a uniform may dress in comfortable, casual attire, as long as it is neat, clean, in good taste, and projects a positive image to clients and to the public. Employees who prefer to dress in traditional business attire should feel free to do so.

Employees should use the following guidelines for selecting casual business attire. Acceptable casual business attire includes, but is not limited to: slacks, khakis or jeans that are neat and without tears or holes, sports shirts, skirts and dresses, turtlenecks, sweaters, loafers, tennis shoes, and sandals. Clothing must be neat and clean. Unacceptable casual attire includes, but is not limited to: t-shirts; short skirts or shorts, sweatpants, sweatshirts, or workout attire; cutoffs; beach attire; halter or tank tops; dresses, skirts, or shorts that are excessively short; sheer clothing or clothing that otherwise is revealing, distracting, or provocative; and flip-flops or slippers.

### **E. Personal Grooming Standards**

All City employees shall observe proper grooming and personal hygiene and comply with the following standards:

- 1) Hair Length and Facial Hair. Hair length and facial hair is an employee’s personal preference. Hair shall be kept clean and combed in order to maintain a professional appearance. The length of hair must not pose a safety hazard for employees working around machinery and moving objects. Facial hair is forbidden if it will interfere with personal protective equipment. Beards and mustaches must be neatly groomed, otherwise employees are expected to report to work clean-shaven.
- 2) Perfume and Cologne. While at work, employees should minimize the use of scented aftershaves, colognes, and perfumes as these products may impact the health of chemically-sensitive customers and other employees.
- 3) Jewelry, Body Piercing, and Tattoos. Jewelry, body piercing, and tattoos are never appropriate if they pose a conflict with the job or work environment which includes, but is not limited to: 1) safety of self or others; 2) productivity or performance of tasks; 3) community norms; and, 4) customer complaints. When wearing jewelry to work, employees should elect jewelry that projects a professional image. Tattoos must not be offensive. Tattoos should not contain nudity or obscenities nor promote any racial, ethnic slurs, or criminal behavior. Tattoos of this nature must be covered at all times with clothing or bandages during work hours.

#### **F. Use of Color and the City Logo or Seal**

For other, non-uniformed employees of the City who regularly work in the public eye, it is the policy of the City to provide work-clothing that uniformly identifies them as City of Greenville employees and which ensures a consistent use of color and the City logo or seal. Style may vary within predetermined limits depending on needs of a job classification or employee preference.

When ordering City of Greenville apparel, the following standards must be followed:

- a) The approved City of Greenville logo must be used on all apparel. (Please refer to the graphics standard guide on City Net).
- b) The City logo ("G") must be accompanied by either the City of Greenville text or the name of the City department, division or bureau.
- c) The name of the City department, division or bureau must be embroidered or screen printed in ALL CAPS using the City's approved font Franklin Gothic Demi.
- d) The full color City of Greenville logo or white imprint logo can be used on dark colored apparel. In both cases, the text beneath the logo must be embroidered or screen printed white.
- e) The full color City of Greenville logo or black imprint logo can be used on lighter colored apparel. In both cases, the text beneath the logo must be embroidered or screen printed black.

Within reason and at management's discretion, the City will replace badly worn-out or damaged articles of clothing that are legitimately worn-out or damaged in the course of the employee's normal work.

#### **G. Employee Purchasing of City Clothing**

Any full-time or permanent part-time City employee shall be permitted to purchase additional articles of approved City logo clothing at their own expense at the City's cost twice per year. Orders may be submitted to Public Information and Events along with a personal check for the order amount. Purchasing will accumulate these personal orders and arrange for their purchase. All sales are final; there will be no refunds. Any defaulted checks will be deducted from the employee's next pay check along with the current penalty fee charged for bounced checks.

#### **VI. Exceptions**

Employees having a conflict with any aspect of this policy, based on cultural or religious traditions or medical reasons, may request an exemption. The employee must place the request in writing to his/her Department Director. The Department Director and the Human Resource Director shall review the request and determine whether an exception will be granted.

#### **VII. Enforcement**

Employees and supervisors are responsible for ensuring compliance with the City's dress code standards:

a) Department Director Responsibility

Department directors shall specify requirements for uniforms and other work attire. Departments may impose special dress and grooming requirements necessary for employee safety, including use of appropriate personal protective equipment, shoes and clothing. However, in applying special requirements, departments must consider making reasonable accommodations for dress or grooming directly related to employees' religion, ethnicity, or disabilities.

b) Supervisory Responsibility

Supervisors are responsible for ensuring that employees know, understand and adhere to this policy as well as any department specific dress policy. Managers and supervisors shall counsel employees' whose dress, personal hygiene or grooming is inappropriate.

c) Employee Responsibility

Each employee is expected to adhere to the clothing, uniform and personal appearance guidelines set forth in this policy. Each employee must use good judgment and common sense in selecting clothing that fits with the function of his/her position, while also promoting a professional image. In order to avoid bringing discredit to the City, employees shall exercise caution in their conduct when wearing uniforms or other apparel bearing the name or logo of the City of Greenville.

## **VIII. Discipline**

Disciplinary action is appropriate for dress that is offensive, excessively distracting, or in direct conflict with this policy. If an item of clothing is deemed to be inappropriate for the office by the employee's supervisor, the violation will be immediately brought to the attention of the employee with a verbal warning. The verbal warning regarding a dress code violation should be discussed in private with the employee and may include a suggestion to dress more appropriately in the future.

Dress code violations that are exceptionally unprofessional or unsafe can result in the employee being sent home to change. Any employee reporting to work not wearing a complete uniform will be informed to return home and not report back to work until he/she is wearing a complete uniform. Employees who are inappropriately dressed and are required to represent the City on official business will be required to reschedule the appointment and/or send an alternate in their place. Employees who are sent home to change their attire must utilize their own accrued leave. Repeated disregard of the dress and grooming policy can result in disciplinary action up to and including termination.